

Arizona State Board for Charter Schools



Five-Year Interval Review Instructions

1616 W. Adams Street, Suite 170
Phoenix, AZ 85007
(602) 364-3080
Fax (602) 364-3089
<https://asbcs.az.gov/>

Table of Contents

I. Five-Year Interval Review Process Overview..... 3

II. Instructions For Preparing Required Information For Submission..... 4

 A. Academic Performance 4

 B. Financial Performance 5

 C. Required Amendments and Notifications 5

 D. School Characteristics 9

III. Submitting Required Information For Review..... 9

IV. Evaluation of the Five-Year Interval Review..... 11

I. FIVE-YEAR INTERVAL REVIEW PROCESS OVERVIEW

Authorized by Arizona Revised Statute, Title 15, Chapter 1, Article 8, effective September 16, 1994, charter schools are public schools that were established to provide a learning environment that will improve pupil achievement and provide additional academic choices for parents and pupils.

Pursuant to A.R.S. § 15-183(I)(3), the Board shall review a charter at five-year intervals using the performance frameworks adopted by the Board. At five-year intervals throughout the term of the charter, a Charter Holder will be notified via email regarding the scheduled review, the submission requirements, and, if applicable, deadlines for the submission of required information. Review requirements will vary based upon the performance record of the Charter Holder and all schools operated by the Charter Holder in relation to the expectations set by the Board.

In implementing its oversight and administrative responsibilities, the Board grounds its actions in evidence of the Charter Holder's performance in accordance with the performance frameworks adopted by the Board (A.R.S. § 15-183(R)). The Academic Performance Framework adopted by the Board includes the Academic Performance Expectations set by the Board and the measurement of sufficient progress toward the expectations and the Financial Performance Framework adopted by the Board includes the financial performance expectations set by the Board and the requirements for submitting a financial performance response when the Charter Holder's financial performance does not meet the expectations set by the Board. A Charter Holder that meets the Board's performance expectations under these performance frameworks will be waived from submitting additional information regarding that performance area as part of its interval review. Additionally, the Board has adopted an Operational Performance Framework that includes the operational performance expectations. The Charter Holder's performance in relation to the Operational Performance Expectations will be reviewed as part of the interval review and failure to meet the Operational Performance Expectations may result in Board consideration of non-compliance. There are no submission requirements for the Operational Performance portion of the Interval Review process; however, Charter Holders may determine they need to submit certain amendment or notification requests or other filings to correct contractual non-compliance that is currently or might in the future be reflected on the operational performance dashboard.

Review of a charter is based on affirmative evidence in the following areas:

- Meeting Academic Performance Expectations
 - *"Is the academic program a success?"*
- Meeting Financial Performance Expectations
 - *"Is the organization financially viable?"*
- Meeting Operational Performance Expectations
 - *"Does the delivery of the education program and operation reflect the essential terms of the educational program as described in the charter contract?"*
 - *"Does the Charter Holder adhere to applicable education requirements defined in state and federal law?"*
 - *"Do the Charter Holder's annual audit reporting packages reflect sound operations?"*
 - *"Is the Charter Holder administering student admission and attendance appropriately?"*
 - *"Is the Charter Holder maintaining a safe environment consistent with state and local requirements?"*
 - *"Is the Charter Holder transparent in its operations?"*
 - *"Is the Charter Holder complying with its obligations to the Board?"*
 - *"Is the Charter Holder complying with reporting requirements of other entities to which the Charter Holder is accountable?"*
 - *"Is the Charter Holder complying with all other obligations?"*

Once the required information is submitted, Board staff will evaluate the submitted materials and notify the charter representative of the results of the evaluations and any next steps.

II. INSTRUCTIONS FOR PREPARING REQUIRED INFORMATION FOR SUBMISSION

The Charter Representative will be notified by email of the Charter Holder's submission requirements. For this reason, it is important for Charter Representatives to have current email addresses on record with the Board. Submission requirements may include information in the areas of academic performance, financial performance, and/or may require evidence of the submission of certain amendment or notification requests. If a Charter Holder is required to address more than one area, the Charter Holder must submit the information separately for each area. All information must be submitted on ASBCS Online. Submission instructions are outlined in Section IV of this document.

A. Academic Performance

As the authorizer or sponsor of charter schools, the Board has adopted a performance framework that includes the Academic Performance Expectations of the charter school and the measurement of sufficient progress toward the Academic Performance Expectations (A.R.S. § 15-183.R). The purpose of the Academic Performance Framework is to communicate the Board's academic expectations for ensuring that all Charter Holders in its portfolio are providing a learning environment where measurable improvement in pupil achievement can be demonstrated.

Established targets are used to determine whether all schools operated by the Charter Holder are meeting the Academic Performance Expectations set forth in the Academic Performance Framework. The Charter Holder's academic results, in the form of a dashboard, for each of the Academic Performance Framework's measures are located in ASBCS Online, in the Charter Holder's School Information page. To access the academic dashboards for all schools operated by the Charter Holder:

- Log onto ASBCS Online
- Select "School(s)" link under the Charter Holder heading
- Choose a school name if your charter has more than one school site
- Select the "Academic Performance" tab. The dashboard will appear.

A Charter Holder's academic performance will be considered at the time of review in determining whether or not the Charter Holder is required to submit additional academic performance information to demonstrate the Charter Holder is making sufficient progress toward meeting the Academic Performance Expectations. If a Charter Holder is required to submit additional academic performance information, they will do so in the form of either a Performance Management Plan or Demonstration of Sufficient Progress.

Academic Required Information

A Charter Holder meets the Board's Academic Performance Expectations if all schools operated by the Charter Holder receive an Overall Rating of "Meets Standard" or "Exceeds Standard" in the two most recent fiscal years that State assessment data is available. If the Charter Holder meets the Board's Academic Performance Expectations, the Charter Holder will be waived from submitting additional academic performance information and will be reviewed again at the next five-year interval review. However, if the Charter Holder has a change of 50% or more of its governance structure, changes its charter representative, or expands operations the Board will resume monitoring all of the schools operated under the charter when the state assessment data is released for the year the change occurred.

If all schools operated by the Charter Holder have a current overall rating of "Meets Standard" or "Exceeds Standard", but the Charter Holder does not meet the Board's academic performance expectations, the Charter Holder will be waived from submitting additional academic performance information and the Charter Holder will be reviewed again in the subsequent year.

A Charter Holder with one or more schools that has an overall rating of “Does Not Meet Standard” or “Falls Far Below Standard” will be required to submit additional information to demonstrate that it is making sufficient progress toward meeting the Board’s Academic Performance Expectations in the form of either a Performance Management Plan or a Demonstration of Sufficient Progress.

Performance Management Plan and Demonstration of Sufficient Progress

If a Charter Holder has not previously completed a Performance Management Plan as an improvement plan, the Charter Holder is required to submit a Performance Management Plan for the academic performance required information. If a Charter Holder has previously submitted a Performance Management Plan as an improvement plan, the Charter Holder is required to submit a Demonstration of Sufficient Progress for the academic performance required information.

To locate and download the instructions for completing a Performance Management Plan or Demonstration of Sufficient Progress:

1. Go to the Board’s website (<http://asbcs.az.gov>)
2. Under “For Charter School Operators”, click on “Performance Expectations and Reviews”
3. Select the “Academic Interventions” tab
4. Scroll down to locate the Performance Management Plan or Demonstration of Sufficient Progress sections
5. Locate and download the instructions, template, and applicable appendix
6. Locate and watch any applicable Online Technical Assistance presentations

B. Financial Performance

A dashboard representation of the Charter Holder’s financial performance, based upon the indicators and measures adopted by the Board, is available through ASBCS Online. Instructions for accessing the financial dashboard are as follows:

- Go to <http://online.asbcs.az.gov>
- Under the “Search” option, select “Charter Holders”
- Enter part or all of the Charter Holder name and click “Search”
- Select the applicable Charter Holder from the search results
- Select the “Financial Performance” tab

A Charter Holder that does not meet the Board’s financial performance expectations will be required to submit a financial performance response as part of its interval review.

For more information on preparing a financial performance response and the criteria Board staff will use to evaluate the response, see Appendix C of the Board’s [Financial Performance Framework and Guidance](#). **NOTE:** *All responses will be available for public review. If references will be made to or include any sensitive information (e.g., bank account numbers), redact that information prior to submitting the response to the Board.*

C. Required Amendments and Notifications

As part of the Interval Review Process, the Charter Holder is provided the opportunity to ensure its own contractual compliance with particular contractual terms that can be amended before staff evaluates the identified areas for compliance. If a Charter Holder does not ensure compliance in each of these areas by the

deadline identified in the Interval Review notification and Board staff identifies contractual non-compliance, that non-compliance will be reflected in the Charter Holder's Operational Performance Dashboard.

A Charter Holder who does not timely ensure compliance with all terms and is found to be out of compliance with these terms will be required to provide evidence of the submission of relevant amendment or notification requests or complete other filings to correct these particular areas of contractual non-compliance. If the Charter Holder does not correct the non-compliance as required during the interval review process, the Charter Holder may be brought before the Board for consideration of non-compliance. If the Board determines that a breach may have occurred, the Board may take action as it deems appropriate or necessary under state law, which may include withholding of up to 10% of the monthly apportionment of state aid and requiring a corrective action plan pursuant to A.R.S. §15-185(H).

In order to determine whether any amendment requests, notification requests, or other filings are required to ensure compliance with these contract terms the Charter Holder should review all contractual terms using the information on file with the Board. To view the information currently on file with the Board:

1. Log in to your ASBCS online account using the Charter Representative's user name (email address) and password. <http://online.asbcs.az.gov/>
 - a. If you do not remember your password, locate the "Forgot Password" icon on the log in page and click it to reset your password. You will receive an email from the ASBCS System Administrator (charterschoolboard@asbcs.az.gov) with instructions.
2. Once logged into the system, you will be taken to the Dashboard.
3. On the Dashboard, choose the Charter Holder's section or tab and click on Charter Holder Name.
4. On the Dashboard, select "Detailed Information" under the "Charter Holder" heading.

Specifically, the Charter Holder should review and confirm information concerning the Charter's Mission Statement, the Program of Instruction, Instructional Days, School Calendar, Charter Representatives, Grade Levels Served, Enrollment Cap, Board Members, School Site and Charter Holder Location, and Identifying School Characteristics. A description on how to review the information in each of these areas and how to make changes, if necessary, is provided below.

Program of Instruction

The Program of Instruction should describe the methods of instruction, criteria for promotion from one level to the next, and graduation requirements. The Charter Holder's Program of Instruction should align with the charter mission, educational philosophy, and target population as described in the charter. The Charter Holder is out of compliance with the charter contract if the methods of instruction, criteria for promotion from one level to the next, and/or graduation requirements do not align with those described in the charter contract.

If you do not have a copy of the original new charter application and any amendments that have been submitted to the Board, to review the Program of Instruction as amended, if applicable, currently associated with the schools operated by this Charter Holder, please submit a records request to charterschoolboard@asbcs.az.gov. If you do have a copy of the original new charter application and any amendments that have been submitted to the Board, the Program of Instruction as amended, if applicable, is available in those documents.

Should the Charter Holder wish to modify the Program of Instruction, it must submit a Program of Instruction Amendment Request through ASBCS Online. If the Charter Holder is seeking to make changes in the Charter Holder's delivery method to include the provision of specific online courses or the provision of a comprehensive offering of courses that would constitute an online school under A.R.S. §15-808 for grade levels currently approved in the charter, the Charter Holder will be required to submit the Arizona Online Instruction Program of Instruction Amendment Request. If the Charter Holder is seeking to add a dropout recovery program to its program of instruction, the Charter Holder will be required to submit the Dropout Recovery

Program Amendment Request. More information about these amendments can be found on the Board's [website](#).

Mission Statement

The Mission Statement should describe the student population and explain how the program of instruction addresses the needs of the students and community the school serves by improving pupil achievement and providing educational choice.

To review the mission statement currently associated with the schools operated by this Charter Holder, select the "General" tab. The mission statement is listed at the bottom of the page.

Should the Charter Holder wish to modify the mission statement, it must submit a Charter Mission Amendment Request through ASBCS Online. More information about this amendment can be found on the Board's [website](#).

Instructional Days

While all charter schools must operate using a school calendar and daily instructional schedule(s) that ensure compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served, there is flexibility in the number of instructional days that must be provided. The Instructional Days on file with the Board are contractual and must accurately reflect the number of instructional days in the school's calendar. The Charter Holder is out of compliance with the charter contract if it is not providing the number of instructional days identified in the contract.

To review the contractual instructional days for the charter schools operated by the Charter Holder, select the relevant school on the "Schools" tab, then select the "General" tab for the school. The contractual instructional days are listed as "Contractual Days" in the "General Information" area.

Should the Charter Holder wish to modify the contractually required instructional days, it must submit an Instructional Days Amendment Request. This request may apply to a specific school site, or to multiple sites operated under a charter. More information about this amendment can be found on the Board's [website](#).

School Calendar

Charter schools may operate on an alternative calendar, as described in A.R.S. §15-797(D). This alternative calendar is generally only used for at-risk high school settings, with multiple sessions available on a given day, and/or a structured makeup day. The Charter Holder is out of compliance with the charter contract if the school(s) it operates are operated under a calendar type that does not align with that described in the contract.

To review the calendar type for the charter schools operated by the Charter Holder, select the relevant school on the "Schools" tab, then select the "General" tab for the school. The calendar type is listed as "Calendar Type" in the "General Information" area.

Should a Charter Holder wish to begin operating its charter school site(s) or need to amend the contract to reflect the operation of its charter school site(s) on an alternative calendar, the Charter Holder must submit an Alternative Calendar Notification Request. More information about this amendment can be found on the Board's [website](#).

School Site and Charter Holder Location

The charter contract identifies the physical and mailing address for both the Charter Holder, the corporate entity, and for any schools operated under the charter. The Charter Holder is out of compliance with the charter contract if the addresses in the contract do not accurately reflect the addresses of the Charter Holder and the school(s) it operates.

Should a Charter Holder wish to change the address(s) for the Charter Holder it must submit the Charter Holder Location Notification Request. Should a Charter Holder wish to change the address(s) for a school site it must submit the School Site Location Notification Request. More information about these amendments can be found on the Board's website.

Grade Levels Served

The charter contract identifies the Grade Levels the Charter Holder is authorized to serve as well as the specific grade levels the Charter Holder may serve at each of the schools it operates. The Charter Holder is out of compliance with the charter contract if the grade levels it serves do not align with the grade levels described in the contract.

To review the Grade Levels the Charter Holder is authorized to serve, select the "Grades" tab. The most current information will be found at the top of the list with an "Effective Date" but no "End Date."

To review the Grade Levels the Charter Holder is authorized to serve at each of the school sites, select the "Schools" tab. The authorized grade levels will be listed separately for each school site.

Should the Charter Holder wish to change the grade levels it is authorized to serve under the charter, it must submit an Adding Grade Levels to Charter Amendment Request through ASBCS Online. More information about this amendment can be found on the Board's [website](#).

Should the Charter Holder wish to change the grade levels it is authorized to serve at a specific school site, it must submit a Site Specific Change in Grades Served Notification Request through ASBCS Online. More information about this amendment can be found on the Board's [website](#).

Enrollment Cap

The charter contract identifies the enrollment cap which limits the number of students the Charter Holder is authorized to serve. The Charter Holder is out of compliance with the charter contract if the number of students it serves exceeds the enrollment cap identified in the contract.

To review the enrollment cap, select the "Enrollment Caps" tab. The most current information will be found at the bottom of the list with an "Effective Date" but no "End Date."

Should the Charter Holder wish to change the enrollment cap, it must submit an Enrollment Cap Notification Request through ASBCS Online. More information about this amendment can be found on the Board's [website](#).

Representatives

The Charter Representatives are the individuals who have the power to bind the Charter Holder contractually according to the Charter Holder's Articles of Incorporation, operating agreement, or by-laws, or because they have otherwise been authorized to do so by the entity they represent. The Charter Representatives are also the point of contact for the Board for the purposes of communication and accountability to contract terms and conditions. The Charter Holder is out of compliance with the charter contract if the Charter Representative identified in the contract is not current.

To review the Charter Representatives currently on file with the Board, select the "Representatives" tab. The Charter Representatives, their contact information, and information about their FCC are listed.

Should the Charter Holder wish to add, delete, or change any of the Charter Representatives, it must submit a Charter Representative Notification Request through ASBCS Online. More information about this amendment can be found on the Board's [website](#).

Should the Charter Holder wish to update the contact information or FCC information for any of the Charter Representatives, it must email the new information to charterschoolboard@asbcs.az.gov. If providing updated information about FCC, please also submit a photocopy of the current FCC.

Board Members

The Board Members are the Officers, Directors, Members, and Partners of the Corporation that is the Charter Holder. These must be the same individuals who are identified on filings with the Arizona Corporation Commission. The Charter Holder is out of compliance with the charter contract if the corporate Board Members identified in the contract are not current and/or do not align with the corporate board members identified with the Arizona Corporation Commission.

To review the Board Members currently on file with the Board, select the “Board Members” tab. The Board Members and information about their FCCs are listed.

Should the Charter Holder wish to add, delete, or change any of the Board Members, it must submit a Charter Holder Governance Notification Request through ASBCS Online. More information about this amendment can be found on the Board’s [website](#).

Should the Charter Holder wish to update the FCC information for any of the Board Members, it must email the new information, including a photocopy of the current FCC, to charterschoolboard@asbcs.az.gov.

Should the Charter Holder need to make changes to the Board Members who are identified on filings with the Arizona Corporation Commission, the Charter Holder will need to submit the appropriate filings with the Arizona Corporation Commission.

D. School Characteristics

The Board is also currently updating the public user search functionality of its website to assist parents and students in searching for schools to meet their needs. In order to ensure the schools operated by the Charter Holder are accurately described in the Board’s database, please review the characteristics currently identified with each school operated by the Charter Holder. If you wish to change the characteristics that are currently identified for any of the schools you operate, please identify the appropriate characteristics aligned to the Charter Holder’s program(s) of instruction and submit them at [this link](#)¹.

To review the characteristics currently identified with each school operated by the Charter Holder:

1. Log in to your ASBCS online account using the Charter Representative’s user name (email address) and password. <http://online.asbcs.az.gov/>
 - a. If you do not remember your password, locate the “Forgot Password” icon on the log in page and click it to reset your password. You will receive an email from the ASBCS System Administrator (charterschoolboard@asbcs.az.gov) with instructions.
2. Once logged into the system, you will be taken to the Dashboard.
3. On the Dashboard, choose the Charter Holder’s section or tab and click on Charter Holder Name.
4. On the Dashboard, select “Detailed Information” under the “Charter Holder” heading.
5. Select the “Schools” tab. The characteristics for each school (if any) are listed on the page.

III. SUBMITTING REQUIRED INFORMATION FOR REVIEW

Charter Holders that are required to submit information as a part of the five-year interval review process are encouraged to review the Academic Performance Framework and Guidance, all applicable documents and/or Online Technical Assistance Presentations pertaining to either the Performance Management Plan or

¹ https://docs.google.com/forms/d/1kF8_nrP-90t1qXDm_stGpwLFrPolIWUJTAF3vJI6L9M/viewform

Demonstration of Sufficient Progress, and the Financial Performance Framework and Guidance to determine how to prepare the information for submission. To locate all relevant documents:

1. Go to the Board's website (<http://asbcs.az.gov>).
2. Under "For Charter School Operators", click on "Performance Expectations and Reviews".
3. Select either the "Academic Performance" tab, the "Financial Performance" tab, or the "Academic Interventions" tab to review applicable information for academic required information and financial required information.

Submitting the Required Review Information:

Once the required information for review is complete and ready for submission, the Charter Representative will upload the documentation on ASBCS Online. **All required information for the review must be submitted by 11:59 p.m. MST on the deadline date.** The deadline date will be identified in the Charter Holder's notification email. To submit all required information:

1. Log in to your ASBCS online account using the Charter Representative's user name (email address) and password. <http://online.asbcs.az.gov/>
 - o If you do not remember your password, locate the "Forgot Password" icon on the log in page and click it to reset your password. You will receive an email from the ASBCS System Administrator (charterschoolboard@asbcs.az.gov) with instructions.
2. Once logged into the system, you will be taken to the Dashboard.
3. On the Dashboard, choose the Charter Holder's section or tab and click on Charter Holder Name.
4. On the gray toolbar above the words Dashboard, place the cursor over the words Charter Holder.
5. Select "Uploads" from the drop down menu. The Upload Documents section will contain a link named "Academic Interval Review Documentation", "Academic Required Information" or "Financial or Operational Interval Review Documentation".
6. Click on this link and upload your PMP Template/DSP Report Template by selecting Add a New Document. The Browse box will open and allow you to locate the PMP Template/DSP Report Template.
7. Select the "Upload" button to complete the upload process.
8. Repeat steps 1 – 7 to upload a Financial Performance Response, if required.
9. Upload only the required documents. The Charter Holder must upload only the PMP Template or DSP Report Template, and/or a Financial Performance Response, if required. Additional documents will not be reviewed.

IV. EVALUATION OF THE FIVE-YEAR INTERVAL REVIEW

Board staff will utilize the evaluation criteria listed in the Board's Academic Performance Framework and Guidance document and the Board's Financial Performance Framework and Guidance document to evaluate information and documentation submitted by the Charter Holder. Board staff will also review the Charter Holder's performance in relation to the operational performance expectations. A Charter Holder's failure to meet the expectations identified in the Board's performance frameworks and guidance documents may result in Board consideration for non-compliance. A final close out of the interval review will be sent to the Charter Holder and based on the findings of the evaluations and consideration by the Board, if applicable.